

CURRICULUM COMMITTEE FUNCTIONS:

- I. Resources for priority curriculum, \$, people, space
 - A. prioritize curriculum
 - B. determine costs, manpower, etc.
 - C. recommend resource allocation
 - D. develop long term goals (5 year)
- II. Review low priority courses--curriculum
 - A. identify low priority courses
 - B. identify courses where questions arise concerning relevancy, content, etc.
 - C. establish quarterly reviews:
Required:
 - validation of need
 - validation of objectives
 - content review (technique)
(see attachment)
- III. Review all new course proposals
 - A. see new course check list
 - B. approve disapprove/recommendations for change
(see attached new course check list)
- IV. Review curriculum programs, e.g. Analyst training
 - A. ensure rigorous review
 - B. approve procedures/methods
 - C. required technique/method
- V. Oversee conduct of need surveys
 - A. approve method
 - B. review results
 - C. approve changes
(see schedule of need survey)
- VI. Review and approve all instructional support programs
 - A. CBT programs (annually)
 - B. MPB
 - C. library support
 - D. catalogs
 - E. others

CURRICULUM COMMITTEE (Continued)

- VII. Review recommendations from operations sub-group
- VIII. Develop "Training Trainers Program"
 - A. establish committee (sub-group)
 - B. develop curriculum
 - C. approve recommendations
- IX. Conceptual Curriculum
 - A. units provide course sequencing (in progress)
 - B. develop category of courses (final approval due)
 - C. develop model for each unit or curriculum program

CURRICULUM COMMITTEE (Continued)

PROCEDURES:

STAT

1. Establish a panel chaired by
 - a) two from each division who will review all proposals for curriculum review on issues related to that division. Nominees needed.
 - b) panel make recommendations to curriculum committee.
 - c) prepare staff presentations.
 - d) committee approval
2. Issues for panel
 - a) New Courses
 - list of all courses under development for FY 1986 required
 - b) Quarterly reviews
 - of courses
 - of curriculum
 - c) Need surveys
 - DO
 - DA
 - Recruitment
 - EEO
3. Priorities for panel
 - Management training review
 - Regional Career Studies Program
 - Records management
 - ITCIA (?)

CURRICULUM COMMITTEE NEW COURSE CHECKLIST

1. Course

Objectives:

-How fits into OTE categories, and Division or Office curriculum

2. Customer

-Who asked for it?
-What kind of needs assessment?
-Accountability

3. Students

-Who is course directed at?
-Grade, experience, directorate
-Kind of work (e.g. communicator, analyst, budget officer)

4. Course Design

-Short statement of purpose
-Course outline
-Method of instruction
-Opinion of external reviewer on methodology

5. Course Substance

-Course outline
-Opinion of external reviewer

6. Cost

-How many work years into develop and running?
-\$ (not counting OTE personal service)
-Opportunity cost, i.e. what else might be doing

7. Marketing

-Advertising, training officer network, etc. when and how?
-Post-course

8. Post-Course Review

-Evaluation plan. How will students evaluate?
Based on job evaluation? Non-student evaluation?
-Date for returning to C.C. with evaluation and recommendation re-continuance, changes, etc.

CURRICULUM COMMITTEE (Continued)

NEED SURVEYS CY 1985

DO	- in progress
DA	- January 1986
OP (Recruiters)	- in progress
Office of Finance	- in progress
EEO	- in progress

CURRICULUM COMMITTEE (Continued)

QUARTERLY REVIEW SCHEDULE (CY1985)

Third Quarter 1985

--

STAT

CIA Today and Tomorrow
Introduction to ADP
Advanced Intelligence Seminar (in progress)
GIM II (completed)

Fourth Quarter

Introduction to CIA (?)
Records Management
EEO (in progress)
* Management Training
* Regional Training Program
Analyst Training (in progress--report due)